

**SPECIFICATIONS LIST.....Cartographic Editor.....Margaret Mace**

- 1. Is Responsible for the preparation and the reproduction orders of cartographic material for JANIS Reports.**
- 2. Edits map material submitted by contributing agencies.**
- 3. Supervises the cartographic work of the Graphic Section.**
- 4. Maintains liaison with the Reproduction Branch and Map Division, Office of Strategic Services.**
- 5. Consults in preliminary planning of maps for submission to the JISPB from the various contributing agencies.**
- 6. Writes cartographic specifications for original maps prepared at the JISPB and for the more complicated graphic material submitted by contributing agencies.**
- 7. Maintains research map files, and files of originals, engravers copies and negatives.**
- 8. Is responsible for the maintenance of progress reports, basic captions manufacturing data pertaining to cartographic material.**
- 9. Performs other duties as directed by Joint Intelligence Study Publishing Board.**

**JCS Declassification/Release Instructions on File**